

The Employee Advisory Service Newsletter

The Employee Advisory Service (EAS) offers you and your family valuable, confidential referral and assistance service designed to help you manage daily responsibilities, life events, work stressors or issues affecting your quality of life.

In this issue we will conclude our exploration of balancing the 8 Dimensions of Wellness.

See Volumes 1, 2, and 3 of the Newsletter for the remaining Dimensions of Wellness.

<http://www.state.nj.us/csc/employees/programs/advisory/eas.html>

OCCUPATIONAL WELLNESS

The occupational dimension of wellness is involved in preparing for work in which one will gain personal satisfaction and find enrichment in one's life through work. Occupational development is related to one's attitude about one's work.

Traveling a path toward your occupational wellness, you'll contribute your unique gifts, skills and talents to work that is personally meaningful and rewarding. You'll know when you're on the correct path for career wellness, when your work and hobbies become exciting.

On your Occupational Wellness journey you'll begin to value the importance of not only your own personal gratification, but your contribution to the well-being of the community at large. The choice of profession, job satisfaction, career ambitions, and personal performance are all important components of your path's terrain.

Occupational Wellness Self-Assessment

Almost always = 2 pts Sometimes/occasionally = 1 pt Very seldom = 0 pts

- ___ 1. I am happy with my career choice.
- ___ 2. I look forward to work.
- ___ 3. My job responsibilities/duties are consistent with my value.
- ___ 4. The payoffs/advantages in my career field choice are consistent with my values.
- ___ 5. I am happy with the balance between my work time and leisure time.
- ___ 6. I am happy with the professional/personal growth provided by my job.
- ___ 7. I am happy with the amount of control I have in my work.
- ___ 8. My work gives me personal satisfaction and stimulation.
- ___ 9. I feel my job allows me to make a difference in the world.
- ___ 10. My job contributes positively to my overall well-being.

Total Points



Score: 15 – 20 Excellent strength in this dimension. Keep up the good work.

Score: 9 – 14 There is room for improvement. Look again at the items in which you scored 1 or 0. What changes can you make to improve your score?

Score: 0 – 8 This dimension needs a lot of work. Look again at the areas where you can challenge yourself to begin making small steps towards growth. Remember: The goal is *balanced wellness*.

Tips for Improving Occupational Wellness

- Choose a career which is consistent with your personal values and beliefs
- Develop functional, transferrable skills through structured involvement opportunities
- If your current job has you stressed, make sure to take time for yourself and practice de-stressing techniques
- Maintain a healthy balance between work and recreation
- Use your unique skills and talents to contribute to your department/agency

Source: <http://definitionofwellness.com/dimensions-of-wellness/occupational-wellness.html>

Our greatest happiness does not depend on the condition of life in which chance has placed us, but is always the result of a good conscience, good health, occupation, and freedom in all just pursuits.

Thomas Jefferson

http://www.brainyquote.com/quotes/authors/t/thomas_jefferson.html

“A strong, successful man is not the victim of his environment. He creates favorable conditions. His own inherent force and energy compel things to turn out as he desires.”

Orison Swett Marden

<http://www.brainyquote.com/quotes/quotes/o/orisonswet166020.html>

Environmental Wellness

It is important to lead a lifestyle that is respectful of our environment. This includes respecting nature and those species living in it. Also, respect for others living in our environment is just as necessary as respect for the physical environment itself.

While today's climate is one of increased environmental awareness, the average person may still be unconcerned or simply uninformed about what he or she can do to help the environment. You don't have to be a member of an organization to help; an individual can help by simply leading an environmentally conscious life.

Get involved with your community's recycling programs. Implement a recycling program and find ways to conserve paper in your home and at work. Make sure the recycling bins in your home / office are readily available and are being utilized. Not only will your efforts be rewarding, but they will put you on the right path to environmental wellness. These are things that will put you on the right path to environmental wellness.

Environmental Wellness Self-Assessment

Almost always = 2 pts Sometimes/occasionally = 1 pt Very seldom = 0 pts

- ___ 1. I consciously conserve energy (electricity, heat, light, water, etc.) in my place of residence.
- ___ 2. I practice recycling (glass, paper, plastic, etc.).
- ___ 3. I am committed to cleaning up the environment (air, soil, water, etc.).
- ___ 4. I consciously try to conserve fuel energy and to lessen the pollution in the atmosphere.
- ___ 5. I limit the use of fertilizers and chemicals when managing my yard/lawn/ outdoor living space.
- ___ 6. I do not use aerosol sprays.
- ___ 7. I do not litter.
- ___ 8. I volunteer my time for environmental conservation projects.
- ___ 9. I purchase recycled items when possible, even if they cost more.
- ___ 10. I feel very strongly about doing my part to preserve the environment.

___ **Total Score for Environmental Wellness**

Score: 15 – 20 Excellent strength in this dimension. Keep up the good work.

Score: 9 – 14 There is room for improvement. Look again at the items in which you scored 1 or 0. What changes can you make to improve your score?

Score: 0 – 8 This dimension needs a lot of work. Look again at this dimension and challenge yourself to begin making small steps towards growth here.
Remember: The goal is *balanced wellness*.

Tips to Increase Environmental Wellness

- Conserve energy (i.e., Shutting off unused lights)
- Recycle paper, cans, and glass as much as possible
- Enjoy, appreciate, and spend time outside in natural settings
- Do not pollute the air, water or earth if you can avoid doing so
- Avoid second-hand smoke
- Stop your junk mail (Try stopjunk.com or privatecitizen.com)

<http://definitionofwellness.com/dimensions-of-wellness/environmental-wellness.html>

“The real key is to live in an environment where the mind feels free to choose the right thing instead of being compelled by habit and inertia to choose the wrong thing.”

~Deepak Chopra~

<http://www.brainyquote.com/quotes/quotes/d/deepakchop453951.html>



Financial Wellness

Financial wellness is an intricate balance of the mental, spiritual and physical aspects of money. This unique combination is an ideal to strive towards in our dealings with money.

Financial wellness is having an understanding of your financial situation and taking care of it in such a way that you are prepared for financial changes. Maintaining that balance consists of being comfortable with where your money comes from and where it is going.

Take the quiz below to see how close you are to achieving financial wellness.

Financial Wellness Self-Assessment

Yes = 1 pts Kind of = 2 pt No = 3 pts You must be kidding = 4

- ___ 1. Do you have cash in your pocket?
- ___ 2. Do you balance your check book regularly?
- ___ 3. Do you know the total amount of debt you have?
- ___ 4. Do you feel there is plenty of time in the day?
- ___ 5. Do you have a retirement account?
- ___ 6. Do you know how much is in your retirement account?
- ___ 7. Do you know where your retirement is invested?
- ___ 8. Are you happy with your job?
- ___ 9. Do you know what your worth is?
- ___ 10. Do you know what net worth means?

___ **Total Score for Financial Wellness**

Financial Wellness Check up Results

10-15 Looking Good - You have a handle on your financial picture. You are on the scales with a fairly steady balance. Congratulate yourself!

16-22 In Need of Education - Okay, you have an overview of what is going on in your life. Your financial wellness picture is a bit hazy. But with some education and a bit of persistence you can change the picture and steady the balance.



23-28 Mismanaged - Your time and effort are misguided when it comes to finances. Start now putting in the extra time and effort to improve things. An ounce of prevention is worth half the cure.

29-34 Messed Up - Get help immediately! You can not do it on your own. Just think of all that fear and dread that provokes stress around money that someday could be gone, if you act now!

35-40 Denial is Bliss – Try to have a nice day. (If you ever are ready to look at your finances - go slowly, it may be overwhelming to deal with reality.)

Remember: The goal is *balanced wellness*.



Tips for Taking Action with Your Financial Wellness

- **If you are looking good** - there is always room for improvement, growth, and learning.
- **If you are in need of education** – Make this a learning phase for you. Research financial organizations, groups, business, and continuing education centers that offer classes to help guide you in managing your finances.
- **Signs of Mismangement** – Set aside time to review your finances, bank statements, credit cards, retirement, and investment statements. Get a scratch piece of paper to begin putting together all your financial records. This is a start.
- **If things are really messed up** - Consider talking to a therapist or other professional about why it is you have resistance to facing up to issues with money and its place in your life. Continue moving up the scale above until you have a better understanding of your money.
- **Moving from denial** - If you are willing to put in some work, there is hope for you. Think about your money and how it got that way. Write it down and acknowledge it. Spend twenty minutes a day with your finances. Start with simple tasks – cleaning your wallet and counting the money there. Collecting the loose change scattered in your house, car, and pockets and putting it in one place. When you are comfortable with these tasks, move slowly up the scale.

<http://definitionofwellness.com/dimensions-of-wellness/financial-wellness.html>



Intellectual Wellness

The intellectual dimension of wellness encourages creative, stimulating mental activities. An intellectually well person uses the resources available to expand one's knowledge in improved skills along with expanding potential for sharing with others.

Traveling a wellness path, intellectually, you'll explore issues related to problem solving, creativity and learning. You'll spend more time appreciating and thinking about the scenery along the path—pursuing interests, reading books, magazines, and newspapers; you'll discover a natural interest in keeping abreast of current issues and ideas. As you develop your intellectual wellness curiosity, you'll actively strive to expand and challenge your mind with creative endeavors. On your path, you'll begin to see problems and challenges not as stumbling blocks but stepping stones.

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If you would like to schedule an appointment; need assistance with personal/work-related issues or need general information, contact EAS directly at

866-327-9133

EAS_Help@csc.state.nj.us

We are happy to assist you.



Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief
Executive Officer

Intellectual Wellness Self-Assessment

Almost always = 2 pts Sometimes/occasionally = 1 pt Very seldom = 0 pts

- ___ 1. I am interested in learning new things.
- ___ 2. I try to keep abreast of current affairs – locally, nationally, and internationally.
- ___ 3. I enjoy attending lectures, plays, musical performances, museums, galleries, and/or libraries.
- ___ 4. I carefully select movies and television programs.
- ___ 5. I enjoy creative and stimulating mental activities/games.
- ___ 6. I make an effort to improve my verbal and written skills.
- ___ 7. A continuing education program is/will be important to me in my career.
- ___ 8. I am happy with the amount and variety I read.
- ___ 9. I am able to analyze, synthesize, and see more than one side of an issue.
- ___ 10. I enjoy engaging in intellectual discussions.

___ Total Points for Intellectual Wellness

Score: 15 – 20 Excellent strength in this dimension. Keep up the good work.

Score: 9 – 14 There is room for improvement. Look again at the items in which you scored 1 or 0. What changes can you make to improve your core?

Score: 0 – 8 This dimension needs a lot of work. Look again at this dimension and challenge yourself to begin making small steps towards growth here.
Remember: The goal is *balanced wellness*.

Tips for Improving Intellectual Wellness

- Take a course or workshop in something outside your field of work or study — a PE or an art class, for example
- Subscribe to an interesting journal or newsletter to get a regular dose of intellectual information
- BUY A BOOK! — any book or check one out from the library or download one to your e-reader
- Explore different ways to use spare time — intellectually stimulating ways to pass time include crossword puzzles or board games
- Learn basic nutrition and exercise regularly to maximize brain functioning — many nutrients are essential to good memory and concentration

Source: <http://definitionofwellness.com/dimensions-of-wellness/intellectual-wellness.html>

